

*Back up papers
for
LN 20-165-*

2 OCT 1975

MEMORANDUM FOR: Director of Logistics

SUBJECT : Organization and Administration of Future PACE Exercises

1. Problems: The Working Group (WG) encountered various problems during the initial selection process and administration of Project PACE. The most significant problems encountered are:

a. Positions: The problem of too many PACE positions with too few applicants--24 applicants for 10 positions--really compounded the selection process. Also, all positions offered and/or accepted did not reflect the career development and training opportunities which complement a strong and/or successful Upward Mobility Program.

b. Supervisory Input: The WG did not get what we considered to be very valuable supervisory input during the selection process. For instance, we did not learn until after the selection of one candidate that he was being put on a 90-day probation for his attendance problem.

c. Job Descriptions: Some descriptions of PACE positions offered did not spell out the complete job related duties. Therefore, the WG could not always answer questions for the applicants relating to a specific job. The WG suggests setting up a specific time when the applicants can hear first hand from the supervisor, or his/her representative, exactly what the job entails. (Ref: Attachment A, proposed Logistics Notice, paragraph 7, PACE Origination Briefing)

2. Recommendations:

a. The WG recommends that PACE be reorganized and administered in accordance with the attachments hereto.

b. The WG recommends that positions so identified in the future be recognized as permanent PACE developmental positions.

c. The WG recommends that the total number of developmental positions accepted for future PACE utilization be limited to five, and that the positions be submitted for your approval no later than 3 November 1975. STAT

d. The WG recommends that PACE be operated and administered on a calendar-year basis with enrollment to the program opened once yearly. This would not exclude eligible candidates who wish to enroll anytime during the calendar year.

*205 Chew
Concur*
OL 5 4833

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3. Benefits: The WG envisions the following benefits:

- a. Ensure that positions accepted are the best possible career development positions for the program.
- b. Ensure that all areas of management share in the responsibility for the program (supervisors are key people in the success of the program).
- c. Reduce the degree of double slotting.
- d. Simplify the administration of PACE.

4. The WG is prepared to discuss the recommendations and the attachments with you at your request.

↙
[Redacted]
Chairman, PACE Working Group

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Attachments (5):

- A - Proposed Logistics Notice
- B - Proposed Memorandum to All
ML Careerists, GS-04 thru GS-06
- C - Proposed PACE Registry Form
- D - Proposed Applicant Questionnaire
- E - Proposed Sampling of Permanent
PACE Positions

cc: [Redacted] Member, w/atts
[Redacted] Member, w/atts
[Redacted] Advisor/Coordinator, w/atts

Distribution:

- 0 + 1 - Adse, w/atts
- ① - OL/P&PS, w/atts (Official)

OL/P&PS: [Redacted] (1 Oct 75)

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PROJECT PACE

This Notice supersedes LN 20-155, dated 13 December 1974, and Addendum to LN 20-155, dated 14 August 1975

1. PURPOSE

Project PACE is the Office of Logistics' (OL) Upward Mobility Program.

Project PACE is established to provide an opportunity for nonprofessional OL careerists at the GS-04 through GS-06 level (and wage board equivalent) who are locked into an occupational series which does not enable them to realize their full work potential to obtain the experience and training needed to qualify for advancement. Selection is based on an individual's interest, ability, and desire for special opportunity and training.

2. PROGRAM ELIGIBILITY

- a. OL careerists who have completed 1-year of acceptable service,
- b. OL careerists who are in GS-04 through GS-06 (or wage board equivalent) positions which provide limited opportunity for advancement.

3. ADMINISTRATION

Project PACE will be under the guidance of the Director of Logistics (D/L). It will be administered by the PACE Working Group (WG) and a member of OL Personnel and Training Staff (P&TS) as advisor/coordinator. The WG will work closely with managers and supervisors in assisting them to plan, develop, and implement the career growth program of deserving OL careerists.

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4. ESTABLISHMENT OF PACE POSITIONS

In (month), division chiefs will meet with the D/L to identify positions which will be offered for use under the auspices of PACE during the calendar year. The WG will review the positions offered to ensure that they provide career opportunities.

5. ESTABLISHMENT OF A REGISTER OF APPLICANTS

In (month) of each year, a memorandum will be sent to all ML Careerists, GS-04 through GS-06, to announce open registration for eligible candidates who wish to be considered for the approved PACE positions. To enroll for the PACE register, the following action must be taken:

- a. A PACE Registry Form will be attached to the memorandum to all ML Careerists, GS-04 through GS-06. It must be completed and forwarded to the Chairman, PACE WG, by the applicant.
- b. A member of the WG will contact the applicant and assist him or her in completing the Registration Form.
- c. The applicant's immediate supervisor will:
 - (1) Review and verify the information on the applicant's Registration Form,
 - (2) Complete the "Project PACE Applicant Questionnaire,"
 - (3) Discuss that questionnaire with the applicant and obtain his or her signature. (If the applicant does not concur with the supervisor's evaluation, the applicant may attach comments.)

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d. The WG will review the files of all of the registrants for the year to assure that:

- (1) They are eligible for the program; if not, the WG will notify the applicant's division chief and/or his/her immediate supervisor.
- (2) The supervisor's evaluation is consistent with Fitness Reports; if not, the WG will attempt to resolve the discrepancies.

6. VACANCY ANNOUNCEMENTS

Vacancy announcements will be issued on a semiannual basis to afford any candidate who is not registered the opportunity to enroll in the program. Concurrent with the announcement, the WG will contact each registrant to determine the registrant's interest in the positions and to notify each of them of the PACE orientation briefing.

7. PACE ORIENTATION BRIEFING

The WG and designated supervisors will conduct an orientation briefing to discuss the positions being offered. While the briefing will be open to all eligible candidates, attendance will be required for those registrants who have indicated interest in the positions being offered. At the conclusion of the orientation briefing, the WG will canvass the registrants as to their job preferences.

8. SELECTION PROCESS

The WG will provide the names, by category, of those interested in the PACE position to the selecting official with the registration form and the applicant questionnaire. The selecting official will then select which applicants will be interviewed. The selecting official will make a first choice plus two

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alternates, if possible. The selectees will be approved by the division chief or a predesignated supervisor acting on his/her behalf. The selection will then be forwarded to the Chairman, PACE WG, within 2 weeks of the receipt of the names. After review by the WG, the names will be forwarded to the D/L for approval. The WG will notify the applicants of the results. The name(s) of the selectee(s) will then be forwarded to OL/P&TS where a reassignment date will be determined.

9. LETTER OF INSTRUCTION AND TRAINING PLAN

Within 30 days after the selectee is assigned to the new PACE position, the supervisor will, in consultation with the selectee, prepare a Letter of Instruction (LOI) as required by LI-20-23. In addition to specifying duties, the LOI should include a training plan reflecting the nature, content, and extent of all training anticipated during the year. The supervisor is welcome to use the assistance of the WG and its advisors in preparing the plan. Upon completion of the plan, the supervisor should discuss it with the OL Training Officer.

10. INITIAL TRAINING PERIOD

The initial training period will be 1 year, but because of the nature of each training discipline, and based on individual need, an extension or modification may be necessary. Extensions will be considered on an individual basis upon completion of the first year of training. Overlap between the present incumbent and the PACE selectee will normally be limited to 2 weeks except under unusual circumstances. In those unusual cases, a memorandum explaining the circumstances should be forwarded by the position supervisor to OL/P&TS for approval.

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11. SUPERVISOR'S QUARTERLY PROGRESS REPORT

Selectee supervisors will be required to prepare a written progress report every 3 months for a period of 1 year. Upon completion of each report, the supervisor will discuss its contents with the selectee, obtain the selectee's signature, and forward the report to the WG for review. At the completion of the 1-year training period, each supervisor will be required to submit a written critique assessing the selectee's overall progress and performance and the supervisor's assessment of Project PACE.

12. WORKING GROUP QUARTERLY CONFERENCE WITH SELECTEE

The WG will meet quarterly with the selectee to discuss topics of mutual benefit and concern.

13. WORKING GROUP QUARTERLY CONFERENCE WITH SELECTEE SUPERVISOR

Each selectee supervisor will meet quarterly with the WG to discuss the selectee's progress, changes in training plan, problems encountered, or suggestions for improving the PACE program.

14. PROMOTION ELIGIBILITY FOR SELECTEES

Selectees should be considered for promotion during the initial training period based upon the same criteria applicable to other OL careerists--i.e., job performance, competitive evaluation, and time in grade. The supervisor should evaluate the overall performance and potential of the selectee and, if warranted, submit a promotion recommendation through normal administrative channels.

15. COMPLETION OF PROGRAM

During the initial training period, selectees are to be assigned to those positions specifically set aside for Project PACE. Upon satisfactory completion

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of the initial training period, the selectees will be reassigned to other positions within the division.

16. TERMINATION

If at any time it becomes necessary to terminate training, the selectee will be reassigned.

Michael J. Malanick
Director of Logistics